



Developing and Enhancing Statewide Automated Victim Information and Notification Programs: FY 2006 Competitive Grant Announcement

Eligibility

Agencies eligible to apply for this grant include any state government agency that has been authorized to manage the planning and implementation of a SAVIN program. Indian tribes are also eligible to receive grant funding for the creation of new automated victim notification programs in their territories.

Deadline

All SAVIN applications are due by 8:00 p.m. e.t. on August 25, 2005.

Contact Information

For assistance with this solicitation, contact J. Patrick McCreary, Associate Deputy Director, at 202-616-0532 or james.p.mccreary@usdoj.gov.

For technical support submitting this application, call the Grants.gov customer support hotline at 1-800-518-4726.

About OJP

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology use within the criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About BJA

The Bureau of Justice Assistance (BJA), Office of Justice Programs, U.S. Department of Justice, supports law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the nation's criminal justice system. BJA provides leadership, services, and funding to America's communities by emphasizing local control; building relationships in the field; developing collaborations and partnerships; promoting capacity building through planning; streamlining the administration of grants; increasing training and technical assistance; creating accountability of projects; encouraging innovation; and ultimately communicating the value of justice efforts to decisionmakers at every level.

Statewide Automated Victim Information and Notification Programs

Historically, crime victims are the least informed participants in the criminal justice process. In 1999, the U.S. Department of Justice, through the Office for Victims of Crime, held a national conference on Statewide Automated Victim Information Notification (SAVIN) in Louisville, Kentucky. More than 120 representatives from 40 states attended the conference to study the benefits and methods of effectively establishing SAVIN systems. SAVIN helps protect crime victims from further victimization and ensures that victims' legal rights are being honored. SAVIN programs also improve criminal justice decisions by ensuring that victims are given the timely and accurate information they need to fully participate in the judicial process (arrest, incarceration, prosecution, conviction, and/or placement in community supervision). Finally, these statewide systems enable assessment of victims' interactions with the criminal justice system while ensuring the total anonymity of the victim.

The following are key facts regarding the victim notification program:

- In FY 2005, Congress appropriated \$8 million for state victim notification systems.
- Nearly 40 states have constitutional amendments outlining victims' rights to obtain information and receive notification about the custody status of offenders and the progress of their cases through the courts.
- To date, 19 states have developed SAVIN programs to fulfill the requirements of these laws. Collectively, more than 250,000 victims are registered with the 19 existing SAVIN programs. These programs cover nearly 65 percent of the nation's county jails and 52 percent of the nation's state prison inmate populations.

- SAVIN programs use information technology to obtain timely criminal justice information from jails, prisons, courts, and other facilities across the state. Victims can obtain this information 24 hours a day, 7 days a week via a toll-free number, or by visiting the state's victim information web site to check on the status of an offender or a case. Victims also can register for notification via telephone, e-mail, or written letter when the status of the offender or case changes.

Effective SAVIN programs, which require broad multi-agency support, increase victim safety, meet legislative requirements, and minimize the costs associated with keeping victims informed throughout the entire criminal justice process. These programs incorporate the following aspects:

- **Governance:** management by an authorized statewide agency to secure funding and contract with private firms to deploy and manage the SAVIN program. The managing agency includes representatives of various criminal justice and law enforcement agencies that may be associated by memoranda of understanding or cooperative agreements (when applicable), and must also include at least one crime victim.
- **Technology:** an effective data collection network, a central data processing facility, a network monitoring/management capability, and a two-way communication capability.
- **Project Planning:** SAVIN programs involve four phases—planning, implementation, operation, and assessment—and require 1 to 2 years to become operational.
- **Program Management:** providing grants for states to establish or enhance existing statewide victim notification systems, including reliable metrics to measure the effectiveness of the SAVIN program by victims served, cost effectiveness, and similar measures.

BJA has selected the Integrated Justice Information System (IJIS) Institute, a not-for-profit entity established to assist states with criminal justice information sharing initiatives, to recommend SAVIN guidelines and minimum requirements. Use of the Global Justice XML Data Model (GJXDM) and associated implementation guidelines is a requirement for SAVIN grants. Training and technical assistance will be available through the IJIS Institute and other BJA providers for the implementation of national standards governing the development of notification systems to help states implement effective SAVIN programs. BJA will publish the minimum requirements and standards for SAVIN grantees within 60 days of the closing of the application period. The guidelines will include standards for program management, governance, information sharing, technical architecture, and services to be offered. States receiving grants under this program are required to use the guidelines and standards as they are issued, and to adopt them as a part of their SAVIN program planning.

Eligibility

Agencies eligible to apply for this grant include any state government agency that has been authorized to manage the planning and implementation of a SAVIN program. State sheriff associations and state prosecutor associations are also eligible for consideration as managing agencies upon their ability to demonstrate strong governance support through the application. Indian tribes are also eligible to receive grant funding for the creation of new automated victim notification programs in their territories.

Managing agencies may submit an application in one of two categories:

- **Category I: Implementing a New SAVIN Program**

Managing agencies interested in creating a new SAVIN program are eligible to apply. To receive funding, a managing agency must have a plan in place for implementing a SAVIN program in the state that includes at a minimum:

- A governance plan, including an authorized/designated managing agency to provide program oversight and implementation.
- Legislation, if state legislation is required, to allow for the creation of a statewide automated victim notification program.

Under Category I, managing agencies may request grants up to \$1.25 million. Category I grants may be used to plan, deploy, operate, and assess the effectiveness of new SAVIN programs. Grant funds may be used to deploy and operate the program for up to 24 months after the date of award.

Within Category I applications, states that have effective victim notification legislation (preferably legislation specifically calling for statewide automated victim notification systems) will be given priority in the award process. Evidence of state legislation must be provided within the application.

- **Category II: Enhancing an Existing SAVIN Program**

Managing agencies seeking to enhance existing SAVIN programs are eligible to apply. Grant funds may be used to expand the information and notification functionality of the system to include information and notifications related to:

- Court events.
- Offenders on community supervision (probation or parole).
- Juveniles and their cases.
- Orders of protection.
- Similar information important to crime victims.

States may request grants up to \$250,000 under Category II. These funds may be used to plan, deploy, operate, and assess the effectiveness of enhancements to existing SAVIN programs. Grant funds may be used to deploy and operate the extended portion of the program for up to 24 months after the date of award.

Amount and Length of Awards

The total funding available to grant recipients under the FY 2006 SAVIN grant program is \$7,893,000. The IJIS Institute will receive \$500,000 for its technical assistance program, and \$7,393,000 will be available for discretionary grants.

BJA will determine the number of awards based on available resources, the number of submissions received, criteria set forth in this grant announcement, and other considerations described under the Review Process. The award period is 24 months.

Matching Funds Requirement

Congress has mandated that federal funds provided under the SAVIN program require a 50 percent match from state, local, or private sources. For each federal dollar awarded, the managing agency must provide \$0.50 towards the planning, implementation, operation, and/or assessment of the project from state, local, or private sources. The portion of the project cost provided by the managing agency will be referred to as the “matching contribution.”

Matching contributions may be a cash match, an in-kind match, or a combination of the two. For the purpose of this program, cash match contributions consist of cash funds contributed to the planning, implementation, operation, and/or assessment of the state's SAVIN project. For the purpose of this grant, in-kind matching contributions consist of indirect expenditures in support of the SAVIN project, including the cost of state/local program staffing, facilities, communication infrastructure, and equipment used in the planning, implementation, operation, management, or assessment of the program.

The budget detail section of the grant application must provide clear information about all direct and indirect state contributions proposed to meet the match requirement.

Review Process

Applications that meet all eligibility requirements will be evaluated by a peer review panel according to the selection criteria described below. BJA staff will review all eligible applications and make recommendations to the Director of BJA. The Director will make award recommendations to OJP's Assistant Attorney General, who will make the final award decision.

How to Apply

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.740, titled "Developing and Enhancing Statewide Automated Victim Information and Notification Programs."

OJP is participating in the e-Government initiative, which is one of five initiatives included in the President's Management Agenda. Grants.gov is a "storefront" that provides a simple and unified process for all customers of federal grants to find opportunities, apply, and manage grants online. The program has been designated as one of the U.S. Department of Justice's pilot programs that will be administered through Grants.gov. To access the system, go to Grants.gov. (www.grants.gov) Applications submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point in this process, please call the Grants.gov customer support hotline at 1-800-518-4726.

Step 1: Downloading the Application Viewer

- You will need to download the PureEdge Viewer to access, complete, and submit applications through Grants.gov. The PureEdge Viewer is available free of charge.
- From the Grants.gov "Welcome" screen, select the "Get Started" tab at the top of the screen.
- Click on "Get Started Step 1—Download Application Viewer." This will open the "Download Application Viewer" window. This window includes information about computer system requirements and instructions for downloading and installation.
- Scroll down and click on the link to download the PureEdge Viewer.
(www.grants.gov/PEViewer/ICSViewer602_grants.exe)

- You will be prompted to save the application. Click the “Save” button. This will open the “Save As” window. Select the location where you would like to save PureEdge Viewer and click the “Save” button.
- A window will appear to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer package, locate the file on your computer and click to open it. When a prompt asks if you would like to continue, click “Yes.” The ICS InstallShield Wizard will extract the necessary files and take you to the “Welcome” page.
- Click “Next” to continue.
- Read the License Agreement and click “Yes” to accept the agreement and continue with the installation process. This will take you to the “Computer Information” screen.
- Enter a User Name and a Company Name in the designated fields and click “Next.”
- The “Choose Destination Location” window will prompt you to select the folder in which Pure Edge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window will prompt you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, you can type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the InstallShield Wizard Complete Screen will appear. Click “Finish.” This will launch the ICS Viewer Help Information window. Review the information and close the window.
- When you run the PureEdge Viewer for the first time, you may be prompted to accept the End-User License Agreement. Read through the agreement and click “Accept.” This will prompt you to license your product with a license key. Because this is a free program, you should enter one of the following serial numbers and accompanying license key combinations in the designated fields. Please enter them as they are listed below. All letters must be capitalized.

Serial Numbers

179123-03A
179124-03A
179125-03A
179126-03A
179127-03A

License Keys

TNDWXS-52-BAN6S5
TNDWXS-32-BAN6J5
TNDWXS-G2-BAN6E5
TNDWXS-H2-BAN6P5
TNDWXS-E2-BAN6B5

Step 2: Requesting a DUNS Number

- A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement. Organizations should verify that they have a DUNS number or take the steps necessary

to obtain one. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 3: Registering with Central Contractor Registry

- You will need to register with the Central Contractor Registry (CCR), a central, governmentwide resource for grant recipients to update and change organizational information for doing business with the federal government. A DUNS number is required to complete this registration. If you have the necessary information ready, the registration process will take about 30 minutes to complete online. You will receive your CCR registration within 5 business days. Please allow time to receive your CCR registration and submit your application on time.
- Before registering online, you should review the *CCR Handbook* (March 2002) and gather the information you need to complete the registration worksheet. The handbook and worksheet are located online at www.ccr.gov. You will need Adobe Reader to view the worksheet.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select the “Get Started Step 3—Register with Central Contractor Registry.”
- Click on the link to CCR (www.ccr.gov). This will take you to the CCR web site.
- Click on “Start New Registration” on the left side of the screen. A pop-up box will appear to remind you that a DUNS number is needed to continue registration with CCR. If you do not have your DUNS number yet, go back to step 2. If you have a DUNS number, click “Continue.”
- Complete the CCR registration, as explained on the registration screen. Mandatory fields are indicated with the letter “M.”

Step 4: Registering with a Credential Provider

- Grants.gov uses E-Authentication, a federal program to safeguard the security of your electronic information. You must register with E-Authentication to have your grant application forwarded to the appropriate government agency safely and securely.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select the “Get Started Step 4—Register with a Credential Provider.”
- Click the E-Authentication link. This will take you to the E-Authentication screen.
- Click the “User ID” button.
- You will be prompted that you are entering a secure site. To continue, click “OK.”
- Once you have entered all the required information in the appropriate fields, click the “Submit” button.

Step 5: Registering with Grants.gov

- Registering with Grants.gov designates you as the Authorized Organization Representative (AOR) making you the only person authorized to submit grant applications through Grants.gov on behalf of your organization. The name registered here should be the authorized signature for your organization.
- To begin your registration, select the “Get Started” tab on the left side of the screen.
- Select “Get Started Step 5—Register with Grants.gov.”
- In the “Username” and “Password” fields, enter the username and password you entered when you registered with E-Authentication.
- Click the “Register” button.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

Step 6: Download Application Package

- Grants.gov allows you to complete and save the application package on your computer, then upload it to Grants.gov for submission.
- To get started, select the “Apply for Grants” tab on the left side of the screen.
- Click on “Apply Step 1—Download a Grant Application Package and Application Instructions.”
- On the “Download Application Package” screen, enter BJA-2005-848 in the “Funding Opportunity Number” field.
- Click on the “Download Package” button. This will take you to the “Selected Grants Application for Download” page.
- To download an application package and its instructions, click the corresponding download links. Be sure to download both.
- Once you select a grant application, you will be taken to a “Download Application Package” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you are downloading the correct application, click the “Download Application Package” button. The application package will open in the PureEdge Viewer you downloaded in step 1.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, a window will prompt you that one or more fields may be invalid. You will complete these fields in step 7. Select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.

- Select the location where you would like to save your application. Select a name and enter it in the “Application Filing Name” field.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline.

Step 7: Completing the Application Package

- If offline, locate the application package you saved on your computer. (This application can be completed entirely offline; however, you will need to login to Grants.gov in order to submit the application.) When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen. Verify that the pre-entered information is correct for the grant opportunity for which you intend to apply. If not, click the “Cancel” button at the top of the screen. Go back and start step 6 again or call the Grants.gov customer service hotline at 1-800-518-4726.
- Enter a name for your application in the “Application Filing Name” field.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message. When you have completed a form or document, click to select the document, then click the “>>” button to move the form or document to the “Completed Documents” box. Click the “<<” button to return a form to the “Incomplete Documents” box.
- When you open a document or form, you will be able to attach documents from your computer. To attach a document, select the corresponding form and click the “Add” button to open the “Attachments” window. Click the “Attach” button. Select the document on your computer that you would like to attach, then click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. Once you have finished, click the “Done” button. The box next to the “Attachment” will now be checked.
- To exit a form, click the “Close” button. Your information will be saved automatically.

Step 8: Submitting the Application

- Once you have completed and saved an application on Grants.gov, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- Review the application summary. If you wish to make changes at this time, click “No” to return to the application package where you can make changes to the forms. To submit the application, click the “Yes” button.
- This will take you to a “Login” screen where you will need to enter the username and password that you used to register with Grants.gov and E-Authentication. Enter your username and password in the corresponding fields and click “Login.”

- When it has been authenticated, your application will be submitted. You should print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application.
- When finished, click the “Close” button.

Attachments

Program Narrative (Attachment #1)

The program narrative must respond to the selection criteria (numbers 1 and 2) in the order given. Submissions that do not adhere to the format will be ineligible. The program narrative must be double-spaced, use a standard 12-point font (Times New Roman, preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages “1 of 20,” “2 of 20,” and so forth.

Program Support Information (Attachment #2)

- A project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization.
- Job descriptions for all key positions, outlining the roles and responsibilities for these positions. Résumés for staff that currently hold these positions should also be included. At a minimum, applicants must identify a grant coordinator for this project.
- Letters of support/commitment and/or memoranda of understanding, as appropriate, for each partnership or collaboration referenced in the application. If letters of support cannot be uploaded as part of Attachment #2, they may be faxed to 202–354–4147 by August 25, 2005. The applicant must include the application number that is assigned by Grants.gov (e.g., 2005-FOOI-DC-DD) on all faxed documents.

Budget Detail Worksheet (Attachment #3)

The applicant must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations that demonstrate how the applicant arrived at the total amount requested; and (3) provides a brief budget narrative that links costs with project implementation. The budget should indicate the amount of any in-kind contributions or indirect donations to be contributed to the program.

Applicants must submit both a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

- **Budget Worksheet:** The budget worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs. Total costs specified in the budget detail worksheet must match the total amount requested.

- **Budget Narrative:** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. The narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample budget worksheet form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP's web site at www.ojp.usdoj.gov/forms.htm.

Selection Criteria for Categories I and II

1. Project Design and Strategy (40 points)

- **Problem Definition:** Define the problem that elicited the need for this program. Include the population the program will serve and the geographic area it will cover. Describe current efforts to overcome the problem, and what further steps can be accomplished with this funding.
- **Strategy Overview:** Describe what the agency proposes to do, and how it will be implemented. Include a timeline that describes each project goal, related objective, activity, expected completion date, and responsible person or organization. Briefly explain how each task will support and/or enhance the development of this program. Outline the management structure and organizational capability for program implementation.

2. Evaluation and Performance Measures (30 points)

- Describe the qualitative and quantitative measures that will indicate progress toward completing the assigned tasks. Include information on what will be measured, by whom and how, as well as how these evaluations will be used. Explain how the overall success of the program will be determined and/or measured, including the impact of efforts (i.e., steps for implementation) on the program. A clear connection should be made between the proposed strategy and the issues identified in the problem definition.
- Identify resources that complement this project. Outline a strategy for continuing the project when the federal grant period ends.

3. Budget (30 points)

- Provide a proposed budget that is complete, allowable, and cost effective in relation to the activities to be undertaken.
- Identify the staffing and management structure (include the skills and experience of each position) that will support the project work.
- Demonstrate that expenses for travel, information technology, and personnel follow the guidelines listed in the Budget Detail Worksheet section.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measures the results of the programs implemented with this grant. To ensure accountability of this data for which OJP is responsible, the following performance measures are provided:

Program Objectives	Performance Measures	Data to be Collected by Grantee
<p>The purpose of the SAVIN program is to assist states in building, implementing, or improving their statewide automated victim notification system, thereby enabling them to provide critical information to victims in near-real time and to build a nationwide information sharing capability.</p> <p>The program goals include:</p> <ul style="list-style-type: none"> • Provide a notification service to subscribers regarding transactions of the criminal justice system related to specific offenders and offenses. • Give victims an opportunity to be aware of and participate in hearing or administrative processes. • Create a network for information sharing in the justice community based on open standards, including the Global Justice XML Data Model (GJXDM). 	<p>Outputs (each state)</p> <ul style="list-style-type: none"> • Number of transaction types. • Number of agencies participating. • Number of subscriber notifications. • Number of subscribers enrolled. <p>Outcomes</p> <ul style="list-style-type: none"> • Percentage of notifications that meet notification time standards (based on state standards). • Percentage of victims of felony cases served by notification systems (based on state standards). 	<p>Data (each state)</p> <ul style="list-style-type: none"> • Number of transaction types. • Number of monthly notifications for each transaction type. • Number of notifications that meet time standards. • Number of subscribers enrolled. • Number of subscribers served (by month). • Number of desired transaction capabilities. • Percent of transactions at full capability. • Number of victims served by felony notifications. • Total number of felony victims. • Number of notifications made via: <ul style="list-style-type: none"> ➤ Web portal. ➤ Toll-free number. ➤ Instant victim notification. ➤ Other.

Submission Deadline

Applications for this program are due by 8:00 p.m. e.t. on August 25, 2005. Faxed or mailed applications will not be accepted.

Additional Information

For general information about BJA programs, training and technical assistance, contact BJA at 202–616–6500 or visit the BJA home page at www.ojp.usdoj.gov/BJA.

For assistance with this solicitation, contact J. Patrick McCreary, Associate Deputy Director, at 202-616-0532 or james.p.mccreary@usdoj.gov.

The OJP *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems and financial records, is available on the OJP web site at <http://www.ojp.usdoj.gov/FinGuide/>. This document governs the administration of funds by all successful applicants and their contractors.